

Club Activities

1. Only BETC members may sign-up for activities, with the exception of the early birds (guest fees apply) and the ladies flight (lowest level). For Ladies Flights, non-members may not move up the flight system. Players must be at least 18 years for all adult leagues.

2. Players may play in a maximum of two prime time leagues (Mon-Thursday 5 pm- 9:30 pm) and/or an unlimited number of non-prime time leagues.

3. To play in a league which is skill level specific, (4.5, 4.0, 3.5, etc.), players must have either a USTA or Club rating. Order of selection is as follows: All Share players @ league rating; All Associate players @ league rating; All Share players @ league rating +/- .5; All Associate players at league rating +/- .5. Example: For the Mixed 4.0 TTL League, the drafting order is 4.0 Share, 4.0 Associate, 3.5 Share, then 3.5 Associate. If players have a USTA rating as well as Club Rating, the USTA rating will be used and the club rating eliminated. Club Ratings are available at the monthly socials. See additional rating information at the club or online.

4. For leagues which allow 2 skill levels to participate, 50% of the players must be at the higher level.

5. For leagues which accept all skill levels, players do not need a rating. For these leagues, the selection process uses membership classification (Share followed by Associate) and the order of league sign-up. Some doubles leagues require players to sign-up as a team. See sign-up sheets for more information. Other selection policies and league rules exist - look for information posted on the Activities bulletin board at BETC or on the club's website.

6. New leagues are formed 4 times per year with sessions beginning in September, January, March, and June. Sign-up sheets are usually offered one month prior to a league starting. Look for specific sign-up dates on the bulletin board in waiting area, in the monthly newsletter or online.

7. The number of courts available to each league determines the number of participants. As a means of accommodating more players, the League Coordinator may choose to use byes or have the last eligible sign-ups share a position.

Current Prime Time Court Allocation Per Session:

Activities	Reservations	Lessons
Mon 5:00/5, 6:30/6, 8:00/6	5:00/2, 6:30/2, 8:00/2	5:00/2, 6:30/1, 8:00/1
Tue 5:00/5, 6:30/6	5:00/3, 6:30/2, 8:00/7	5:00/1, 6:30/1, 8:00/2
Wed 5:00/5, 6:30/6, 8:00/8	5:00/3, 6:30/0, 8:00/0	5:00/1, 6:30/1, 8:00/1
Thu 5:00/5, 6:30/6, 8:00/4	5:00/3, 6:30/3, 8:00/2	5:00/2, 6:30/0, 8:00/3

During the summer months (June 1 - August 31), there are no prime time court allocation/activity court restrictions in prime time except as deemed necessary by the Club Manager.

8. Club members may substitute in any activity at no charge. If a member substitute can not be found and all avenues have been exhausted, a non-member may substitute. A guest fee would apply.

9. When possible, league coordinators will communicate with each other to insure that all players are placed into a league before anyone can play in a second same gender league. Sign-ups not accepted into one league may be eligible (if they desire and so indicate) for entry into the next lower league.

Standard Court Etiquette and Policies

1. Sportsmanlike conduct is expected. Physical or verbal abuse of other players or staff shall not be tolerated nor will swearing or other loud outbursts. Abuse of the facility is not acceptable. Anyone physically abusing the facility will be charged the cost of repairs and may be ejected from the club. Examples of facility abuse are: intentionally striking the net, court, or wall with your racquet; throwing your racquet; hitting the ball against the sidewalls, curtains, or backdrops; or punching through the walls, insulation, or ceiling. See Disciplinary Actions for Violations below.

2. Players must wear proper tennis clothing consisting of warm-ups, t-shirts, tank tops, skirts or shorts, and court shoes. Items not allowed include: halter tops, mesh shirts, shoes that mark the floors, and low hanging tank tops.

3. Unless for an emergency, cell phones shall remain turned off while participating at BETC.

4. Food and gum are not allowed on the courts. Beverages taken onto a court must be in unbreakable, sealed containers approved by BETC. Tobacco products, drinking alcoholic beverages or using illegal drugs anywhere on Boeing Property is not allowed.

5. When you enter the club, keep your voice low, and do not distract ongoing matches. Always use the areas behind the backdrop to enter the courts. Warm-up time prior to your session may begin 15 minutes early if a court is available. If you want to start your warm-up prior to 15 minutes before your court time, the court time up to the session starting time must be paid. If players on adjacent court are playing, please do not disturb them by standing at the curtain opening or by the net pole near their court.

6. A maximum of 4 players per court at all times is allowed. Extra players or spectators should wait in the viewing area or any other off court area. Only persons taking a lesson or renting a court may be on the court. Occupancy of the benches in the court area is forbidden during play with the exception of those by court 7.

7. If one party wants the draw curtain closed and the other party wants the curtain open, the curtain must remain open for the sake of safety.

8. Children under the age of 7 must be accompanied by someone age 12 or older at all times. Parents are responsible for their children's behavior. Behavior such as screaming or running behind the backdrops or down the hall is not acceptable.

Disciplinary Actions for Violation of Standard Court Etiquette and Policies

1. Upon 1st violation, the offender will receive a verbal warning and, if warranted, will immediately be ejected from the club for the remainder of the court session. Court fees will not be refunded.

2. Upon a 2nd violation, the offender will be immediately suspended from the club for 30 days and a written violation slip from the club explaining the violation will be issued. Court fees will not be refunded. (Dues are not applicable during suspension period).

3. If a 3rd violation occurs, the offender will be immediately suspended from playing at the club for a period of 1 year.

4. If a 4th violation occurs, the offender will be permanently banned from the BETC club and property.

During suspensions, court fees will not be refunded, dues are not applicable and all violations will be reported in writing to the violator and kept on file at BETC.

Membership Dues

All Share Members, Associates, B-330 and Junior Affiliates are required to pay dues to remain active and thus receive the privileges of their memberships. Dues payments delinquent by one (1) month will result in loss of membership privileges. Share Members or Associates not eligible for payroll deduction may choose to pay their dues quarterly, semi-annually or annually. Junior Affiliates may pay dues semi-annually or annually. Within one month of application for membership, any quarterly dues paying member might receive a statement for a prorated dues payment which will bring them on the quarterly billing schedule.

Members over the age of 70 receive a 20% dues discount.

Membership Transfers

Members changing from one membership to another will be charged a transfer fee of \$50.00.

Medical Leave Eligibility

Any type of member who requests absence for a medical reason must do so by writing to BETC. Medical leave for any membership must be for at least 6 months and is intended for a major medical procedure. A note from the treating doctor is required.

Share Memberships - Inactive Status or Reactivating a Membership

Share members may choose to become inactive for various reasons by writing BETC. Upon reactivation of a membership, they will be charged a reinstatement fee (RF) of \$100. The RF may be waived for company transfers, or other involuntary situations at the Club Manager's discretion.

Canceling a Membership—Thresholds

Share Members—A Share membership is non-transferable to anyone except BETC. A membership threshold of 400 exists as of August 1983. When someone requests a refund, if the total membership is above the 400 threshold, a refund is available on a one for one basis. A refund request of a share deposit must be made in writing. Share members on lay-off status with the Company may continue their membership through the end of the calendar year. Share Members terminated by the Company will be required to notify the Club Manager within 30 days of this change in employment status for a refund. Termed employees have 6 months to apply for an Associate Membership. The current membership threshold is a combined active TRB share members and TRB associate members of 610. The junior threshold is 175 memberships. **Associates, Junior Affiliates, B-330 members or Summer (if applicable)** may request a cancellation of membership by writing the club. Any prepaid portions of dues less outstanding fees incurred, will be refunded upon written request of cancellation.

Boeing Employees Tennis Club

P.O. Box 986 Kent, WA 98035

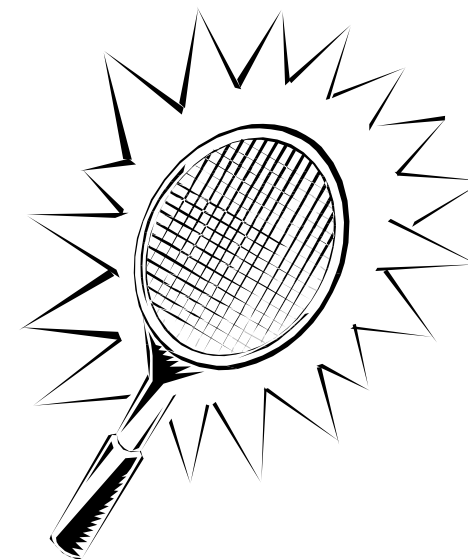
E-mail: janet@betconline.net

Web Site: www.betconline.net

Phone: 253-872-5545 Fax: 253-872-9297

Boeing Employees Tennis Club Operations and Procedures

Revised May 2010



Club Hours:

6:30 AM - 11 PM Tue, Thur

8 AM - 9:30 PM

Mon, Wed, Fri (11PM), Sat, Sun

Phone- 253-872-5545

Operations and Procedures

Membership Eligibility and Privileges:

Boeing Share Membership

Eligibility - Boeing employees and retirees. Spouses, domestic partners, and dependents of Boeing employees and retirees as defined by Boeing benefit guidelines. Government, customer contract, and vendor personnel assigned full-time to support the company, including their spouses and dependents subject to Boeing Recreation approval.

Privileges - Reserve prime time and non-prime time courts, at the member court rates, as per share purchased and reservation procedures. For tennis, one prime time reservation may be acquired up to 4 weeks in advance and another prime time reservation may be added 7 days in advance. Non-prime time reservations may be made 7 days in advance. Racquetball reservations may be made 14 days in advance. Participate in lesson programs at the member rate. Participate in club activities or functions as described by the share purchased. Hold office in the BETC Board of Directors per BETC Bylaws. Eligibility to vote and otherwise participate in affairs of the club per BETC Bylaws.

Associate Program

Eligibility - Non-Boeing individuals with approval of The Boeing Recreation Council.

Privileges - Reserve prime time and non-prime time tennis or racquetball courts, at member court rates, 7 days in advance. Participate in lesson programs at the member rate. Participate in club activities on a space-available basis (first priority is Share Members, then Associates).

B-330 Program

Eligibility - Non-Boeing individuals with approval of The Boeing Recreation Council.

Privileges - Reserve court times before 3:30 for tennis or racquetball 5 days in advance at member court rates. For leagues and activities, B-330 members can sub free before 3:30. A B-330 member may be able to participate in a league at the club manager's discretion. Participate in group or private lessons before 3:30 at the member rate.

Definition of Spouses and Dependents:

In the Share, Associate, and B-330 programs, spouses and dependents shall be entitled full use of the facilities determined by their membership and these Policies and Procedures. Dependents may continue using privileges of chosen membership as long as they are listed as a dependent on the member's individual tax return, submitted to the IRS.

Junior Affiliate Program

Eligibility - Boeing or non-Boeing individuals, living at home, in school, until the age of 21.

Privileges - Reserve prime time and non-prime time tennis or racquetball courts, at member court rates, 3 days in advance. Participate in lesson programs at

the member rate. Once 18, participate in adult leagues during the summertime and at the discretion of the Manager. Exceptions in non prime time might be made, however first priority is Share Members then Associates. Those under 18 years may participate in junior leagues.

Other Memberships - From time to time BETC may introduce other seasonal membership programs.

Group Lesson Affiliate Program

This program is for non-members enrolled in either adult or junior group series lesson program. The guest fee is rolled into a membership for the current month. They may reserve prime time and non-prime time tennis or racquetball courts, at member court rates, 1 day in advance and substitute free in club activities upon the request of a league coordinator. BETC will not remain open for a GSA membership.

Recruiting Members/Complementary Visit

The first visit to BETC scheduled in non-prime time is complementary. Members who recruit a new member will receive \$25 of tennis or racquetball court time. (To receive payment, the current member's name must be on the new member's application.)

Special Holiday Hours

New Years Day 8am - 5pm, Easter 8am-5pm, Memorial Day 8am-8pm, Fourth of July 8am-5pm, Labor Day 8am-8pm, Christmas Eve 8am-2pm, New Year's Eve 8am-5pm.

BETC is closed on Thanksgiving Day and Christmas Day.

Club Hours of Operation—See cover

Summer Hours of Operation*

Monday through Friday 8am-9:30pm

Saturday and Sunday 8am-8pm

*In the event there are no reservations, the club may close early or open later without notice.

Tennis Prime Time Hours

Monday through Thursday 5 pm-9:30 pm—Non prime time is all other hours of operation not shown above.

Racquetball Non-Prime Time Hours

All racquetball hours are considered non-prime time.

Reservation Court Fees and Guest Fees

A member must intend to use/play on any reservation made. Members or their guests must pay their portion of the total court fees shown below prior to playing.

Tennis	Court Fee	Guest Fee
1 1/2 hrs. doubles	\$12.00	\$15
1 1/2 hrs. singles	\$10.00	\$15
Racquetball	Court Fee	Guest Fee
1 hour	\$5.00	\$4.00

Any day that a guest plays in more than one session, they will only be charged one guest fee.

Tennis Ball Machine Usage and Rate

The Club maintains 2 tennis ball machines. In addition to the court fee, there is a \$2.00 rental fee. When reserving a ball machine, please request courts 6 through 9 where there are draw curtains.

Tennis Cancellation Periods

To avoid a late cancellation fee, all tennis reservations must be cancelled 48 hours in advance. A reservation made less than 48 hours must be cancelled within 3 hours and a reservation made the same day must be cancelled 3 hours in advance.

Racquetball/Handball Cancellation Period

To avoid a late cancellation fee, all racquetball or handball reservations must be cancelled 6 operation hours in advance. A reservation made the same day must be cancelled 3 hours in advance.

No Show Definition and Charges

Any member or guest who does not appear for the reserved court will be charged the appropriate court fee even if other courts were open.

Alternate Lists

Reservation Program - In the event all the courts are full at the time requested, a member may have their name placed on the alternate list. Appearance on the alternate list must be within the reservation privileges of the type of membership held. Alternates will be phoned in order of appearance on the list. For Share Members, an alternate reservation (defined as a reservation made from the alternate list) does not count against the limit for prime time reservations.

Lesson Court/Additional Court Availability

At various times, court 7-9 are reserved for group or private lessons. Lesson courts not needed are released 48 hours in advance.

Special Interclub Matches

For Interclub matches where BETC invites another club to participate in an all skill level exchange, there are not guest fees charged. To advertise full member participation, a sign-up sheet must be posted 1 month in advance.

Interclub Activities Fees and "Home" Teams

The following special rates apply*:

- 1) USTA Leagues - \$5.00/member and \$12/guest.
- 2) Senior and Mixed leagues - \$5.00/member and \$12/guest.
- 3) Emerald, Classic, and Challenge Cups - \$4.00/member and \$12/guest.
- 4) KingCo Cup - singles is \$5.00/member and \$12/guest doubles is \$4.00/member and \$12/guest

*Non-members playing on a BETC team pay \$12

Home Team Parameters

Any BETC team wanting to use BETC as their "Home Facility," must maintain a 67% membership level. Exceptions must be approved by the BETC Board of Directors.

Guest Fees for Private and Group Lessons

Non-members will have the following one of the following guest fees added to their private instruction of month long classes: 1 lesson=\$12.00, 2 lessons \$24.00, 3 or 4 lessons \$45.00, 5-6 lessons \$65.00, 7 or more lessons \$90.00.

Lesson Program Policies

When signing up for a group series class, the student will be charged the number of classes remaining in the series. Drop-in rates may apply for those who know they will not be able to attend all the classes in a series. Drop-in participation is on a space available basis. Sign-up and pay for all lessons at the front desk. Once paid, a student will receive a chit to give to the professional. Participation without payment or arrangement of payment will not be allowed. The front desk must be informed of any cancellations. To avoid a late cancellation fee of 1/2 the lesson rate, the private must be cancelled at least 48 hours in advance. A no-show for a private lesson will result in a charge of the full lesson rate. In group lessons, the number of students per class varies and is listed in the lesson brochures. Class sizes vary from 4 to 8 students. Additional courts and pros may be added. If a student signs up, but does not show up for class, they will be phoned to verify participation. If they decide to drop out of the class, they will be charged a drop-in fee for the first missed class. Sign-ups are offered four times per year for the adult or junior brochure programs, and dates and location of the sign-up are advertised in the brochure. During the initial sign-up period, juniors may only participate in 2 classes and or days. After the pro-approved sign-ups are complete and the rosters posted, students may sign-up for additional programs. Guests (non-members) may sign-up only 1 week in advance. See previous paragraph for guest fees for lessons.

Block Times

Block times, in non-prime time hours only, may be acquired by members at the discretion of the Club Manager. Block times are scheduled for a minimum of 12 weeks and a maximum of 16 weeks. Once booked, block times cannot be slid or rescheduled. Scheduling a block time assures the group of a reservation at a certain day and time - the court number may vary. Guests may substitute in block time and will be charged the applicable guest fee.

In the event two groups want the same day and time slot the following policies exists: A group's current or immediate prior occupation of a time slot shall not be a factor in succeeding allocation of that period. Priority in block time is as follows: For the first session in question:

1. First priority for the block period in question shall go to the group which includes the greater percentage of Share members.
2. If each group has the same percentage of Share members then allocation shall be made by racquet spin in the presence of the Club Manager.
3. If both, or all groups are composed entirely of Associates the allocation shall be by racquet spin as above. For succeeding sessions:

1. First, rule 1 and 2 above apply.
2. If both, or all groups are composed entirely of Associates they "take turns" from one session to the next. Accordingly, assuming contention for the same time slot exists between the same groups, allocation will go to the group (s) which "lost" the spin above in the next session.